

20 October 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I #2-70  
9 - 10 October 1969

Student Body

1. Twenty-five students attended the course. Eighteen were CSCTs. The remaining seven were representatives of EUR, NE, and WH Divisions. The grades of this latter group ranged from GS-04 through GS-13 (average, GS-08) and their length of service with the Agency from one year through twenty-three years (average, eleven years.)

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2. [REDACTED] attended portions of the course.

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[REDACTED] audited the course and will receive credit for it.

Course Conduct

3. There were no changes in the presentation of the course. As usual when giving the course to CSCTs, the class was held for two days full time, rather than three days part time. One CSCT who was unable to attend at the regular time, and another who missed part of the class for medical reasons, were given a special tutorial on Thursday, 16 October.

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### Course Content

4. There were no changes in the curriculum. However, since most of the students were scheduled to return to [REDACTED] efforts were made to emphasize the Field aspects of CS Records, and to underline the responsibilities of the Case Officer.

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### Speakers

5. [REDACTED] gave a good introductory talk, drawing on his own experience in establishing and using records systems. His illustrations ranged from wartime improvisations to examples of current practise, including both successes and failures. This is the second time that [REDACTED] has appeared as our keynote speaker.

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6. [REDACTED] RID/PPS, made his first appearance as replacement for [REDACTED]. Despite his long experience in the field and extensive preliminary coaching by both [REDACTED] and the Chief Instructor, his performance was not successful. Efforts will be made to find a suitable replacement before the November running of the course.

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### Course Critiques

7. Student reactions were mixed, with some resentment crystalizing around the RID section (see paragraph 6, above.) However, some of the more thoughtful suggested that this course might have been more appropriate before OFC rather than waiting until they were about to enter Phase I.

### Chief Instructor's Comment

8. In general the class moved along without trouble. We were able to pick up the threads which were dropped in our one unsuccessful lecture. As usual, those with previous Agency experience were helpful in contributing examples from their own knowledge, adding an extra dimension to the regular presentation.

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Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

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